

DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
053	CIVILIAN EMPLOYEE PLANNING AND WORKFORCE DEVELOPMENT Functional Area Manager: MPC-30 Point of Contact: MARLA RANKIN (DSN) 378-9070/(COML) 703-4329420 E-MAIL: marla.rankin@usmc.mil Date Last Revised: 15 June 2012
053 00	NO SUBCATEGORIES FOR THESE STATEMENTS
053 00 001	Does the command have a properly executed activity training plan? Reference 5 CFR 410.201; DON CHRM 410.7.D.
053 00 002	Has the command done an annual review of its training program? Reference 5 CFR 410.202; DON CHRM 410.5.K.
053 00 003	Is training properly documented or retained? Reference 5 CFR 410.601
053 00 004	Does the command have or does it follow a published policy on selecting and assigning employees to training? Reference 5 CFR 410.306, 410.307 AND 410.308; DON CHRM 410.4.C.
053 00 005	Is training in government facilities/non-government facilities within policy criteria? Reference 5 CFR 410.201.(A).
053 00 006	Is mandatory training given? Reference 5 CFR 410.202A
053 00 007	Are training agreements properly administered/documentated? Reference 5 CFR 410.309 AND 410.310; DON CHRM 410.5.F.

053 00 008	Do new supervisors serving probationary periods have individual development plans? Reference 5 CFR 412; DON CHRM 410.4.B.
053 00 009	Are reasonable accommodations given to handicapped employees attending training? Reference 5 CFR 410.302A2
053 00 010	Are VRA training program requirements met or documented? Reference 5 CFR 307.104B
053 00 013	Does the Command submit at least semi-annual reports to CMC (MPC-30) on the Career Leadership Development (CLD), Acculturation and ADP Program? Control Symbol MC 12410-01 Reference MCO 12410.24, PAR 5B
053 00 014	Is there Civilian Employee Training and Career Development (CETCD) programs that meet short and long term strategic workforce plans? Reference SECNAV 12410.25, PAR 5F
053 00 015	Does the command plan, program, budget, operate, and evaluate CETCD programs? Reference SECNAV 12410.25, PAR 5F (2)
053 00 016	Does each Civilian Marine have an Individual Development Plan (IDP)? Reference MCO 12410.24, PAR 3A
053 00 017	Does the command follow published policy for CETCD? Reference SECNAV 12410.25, PAR 5F
053 00 018	Has the command supported CETCD with sufficient resources needed to meet training priorities, educational requirements and plans? Reference SECNAV 12410.25, PAR 5F (3)

- 053 00 019 Do command job announcements include leadership competencies for supervisors and managers in the knowledge, skills, and abilities requirements for selecting employees?
Reference
MCO 12410.24, PAR 3D
- 053 00 020 Does the command integrate employee training, education, and career development into the strategic planning process to ensure each contribute to employee professional development and performance goals which align with organizational succession plans?
Reference
SECNAV 12410.25, PAR 5F (4)
- 053 00 021 Has the Human Resource Development, Strategic Advisor (HRD, SA), at the command, solicited mentors for the CLD Program participants and provided mentor training for both participants?
Reference
MCO 12410.24, PAR 4G(3) AND (4)
- 053 00 022 Has the HRD, SA arranged for CLD participants to Conduct Civilian Workforce Development Application assessment to measure competency gaps and identify career roadmap opportunity?
Reference
MCO 12410.24, PAR 4G(5)
- 053 00 023 Does the command have a civilian mentoring program?
Reference
MCO 12410.24, PAR 4F